

Statement of Work

Local Legal Advisor

U.S. Embassy Addis Ababa/Ethiopia requires a local law firm to obtain legal advice/Assistance with various non-litigation matters for the Human Resources office.

The contractor will be expected to provide written and oral advice for non-litigation law matters, primary or exclusively concerning labor law regarding different Human Resources issues such as disciplinary actions, employee benefit, questions about residency and work permits for non-Ethiopian citizens, termination cases, review of different policies and procedure, and other matters of local labor law also be requested.

Offerors will be expected to research Ethiopian law in areas requested and to advise on issues, or potential issues, relevant to those law. Offerors will review Mission documents for consistency with Ethiopian law and will make recommendations for revision where appropriate.

U.S. Embassy Addis Ababa will designate Mission employees who will be authorized to request services under the contract. All deliverables will be provided in the form of written or oral legal opinions, within the deadlines established in connection with each request. All deliverables shall be in the English language unless otherwise requested.

(End of SOW)